

# NEBRASKA CAREGIVER RESPONSIBILITIES (NCR) GUIDE

**Effective July 1, 2014, the Nebraska Caregiver Responsibilities (NCR) is the tool that is used to determine foster care payments.**

We only complete the NCR for children in foster care. This includes agency based, relative, and kinship homes. It also includes pre-adoptive and pre-guardianship homes. The NCR is not used when placing children in group homes, shelter, or other residential facilities.

Child needs must be assessed prior to completing the NCR.

- **PILOT COUNTIES (ADAMS, LANCASTER, LINCOLN, PLATTE):**
  - For children removed in a pilot county and placed in the same pilot county, complete the **CANS** and NCR.
  - For children removed in a pilot county and placed outside of the pilot county, complete the **FSNA** and NCR.
  - If a child is removed in a pilot county, placed in another county, and then experiences a placement change back to the pilot county, the **CANS** and NCR will need to be completed.
- **NON-PILOT COUNTIES:** For children removed in a non-pilot county, complete the **FSNA** and NCR regardless of where the child is placed.

## **TIME FRAMES FOR COMPLETION:**

- The NCR is to be completed within 30 days of placement in foster care. At a minimum, the NCR should be updated every 6 months. It should also be completed whenever there is a change in placement, change in child needs, or at the request of the foster parent.
- Since the NCR needs to be completed within 30 days of placement, this means the CANS or FSNA will also need to be completed within 30 days of placement.

## **N-FOCUS:**

- The **CANS** will not be on N-Focus at this time. Please scan all completed **CANS** into “casework” in document imaging. (Pilot areas only)
- The **NCR** will be on N-Focus beginning August 11, 2014. On the CFS Detail Program Case screen, select the green \$ icon. This will direct you to the **NCR** tool.
- NCR’s that are completed and **SIGNED BY ALL PARTIES** should be scanned into “casework” in document imaging on N-Focus. This is so we will have verification of the foster parent’s signature(s). (Note: The completed and signed NCR will continue to be scanned into N-Focus even after the NCR tool is on N-Focus)

## **PROCESS FOR THE NCR:**

**The NCR must be completed with the worker and the foster parent during a face to face meeting. The NCR must be SIGNED by the foster parent, worker, and CFS supervisor.**

- If a foster parent is affiliated with an agency, the worker should invite the foster care specialist to the meeting to review and sign the NCR. Although it is not necessary for the foster care specialist to attend, it is strongly recommended. It is recommended that workers send email invites to foster care specialists so we will have written documentation of our efforts to include them.

#### **TIPS FOR COMPLETION OF THE NCR:**

1. Make sure that what the foster parent says he/she is doing is **actually necessary** to meet the child's needs.
  - For example, foster parents say they are with the child 24/7. Does the child truly require 24/7 supervision? We are not assessing what the foster parents say they are willing to do, but what they are **actually doing to meet the child's needs**.
2. For each of the 8 categories, circle **ONLY 1 BOX!!** Each item is scored L1 **OR** L2 **OR** L3.
3. It is a given that all foster parents, at a minimum, will have L1 marked in all 8 areas. If you have a foster parent who you believe is not even doing what is described at L1, you will still have to choose L1, but include a narrative as to what you believe they are not doing to provide essential parenting.
4. If you select L2 or L3, you **MUST** provide a brief narrative to support what the child's need is and how the foster parent is meeting the need.
5. Make sure it is signed by all parties. The CFS supervisor may sign the NCR after it is completed by the worker, foster parent(s), and agency worker (if involved). If any changes are suggested by the CFS Supervisor, the worker will need to meet with the foster parent(s) prior to making any changes.

#### **EMERGENCY PLACEMENTS**

In emergency situations, the foster parent will get L1 pay (Essential rate) until the NCR can be completed. If the child is known to the worker and the child's needs have been identified previously, the NCR should be completed right away with the caregiver. If not, the child's needs should be identified and NCR completed within 30 days.